

1001

Date

RESERVE VOLUNTARY IRR TRANSFER REQUEST

From: _____
Rank First Name MI Last Name SSN MOS
To: Operational Sponsor, _____ (unit name)
Subj: REQUEST FOR TRANSFER TO THE INDIVIDUAL READY RESERVE

1. I request to be transferred to the Individual Ready Reserve (IRR). Accordingly, the following information is provided:

Request Transfer Date: _____
Current Mailing Address: _____

Home Phone Number: (____) _____

2. I intend my last drill with this unit to be: _____

3. My mandatory drill stop date is: _____

Signature

FIRST ENDORSEMENT

From: Operational Sponsor
To: Customer Service Center, IPAC, G-1, MFR, New Orleans

1. Readdressed and forwarded for action.

Signature

Date

How to fill out:

1. Have member fill in the blanks and sign.

2. Opsponsor signs and emails to csc@marforres.usmc.mil.

3. This form can be used for invol drops to the IRR as well. Opsponsor states why he wants the member dropped. Member's signature is not needed. Opsponsor signs and emails to CSC.